

BIDDING & CONTRACT REQUIREMENTS

Addendum No. 2

DATE: September 3, 2013

TO: PROSPECTIVE BIDDERS

SUBJECT: ADDENDUM NO. 2 TO THE BIDDING DOCUMENTS FOR  
537-321\_VA69D-13-B-1596  
Jesse Brown VA Medical Center  
Expand\_Remodel Material Management  
Chicago, Illinois

This addendum forms a part of the bidding and contract documents and modifies the original bidding documents, dated September 3, 2013. Acknowledge receipt of this addendum in space provided on Bid Form. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

PROJECT MANUAL:

1. SECTION 00 01 00: TABLE OF CONTENTS
  - a. Page 4, Add the following exhibits to the end of the table of contents:
    1. **Exhibit 3 - TB Screening & Legionella Requirements.**
    2. **Exhibit 4 - Information Security - HANDBOOK 6500.6 APPENDIX A**
2. SECTION 23 05 11: COMMON WORK RESULTS FOR HVAC
  - a. Page 1, PART 1. GENERAL, 1.1 DESCRIPTION -  
Add the following (shown in bold):

**C. Auto control system shall be fully compatible with existing HVAC control system. Contractor shall submit HVAC control system to VA for approval before ordering system. Existing HVAC controls system at JB are: Johnson Controls and Auto Matrix.**
3. SECTION 23 09 23: DIRECT-DIGITAL CONTROL SYSTEM FOR HVAC
  - a. Page 4, PART 1 - GENERAL, 1.1 DESCRIPTION  
Add the following (shown in bold):

**F. This facility's existing direct-digital control system is manufactured by Johnson Controls and Auto Matrix, and its ECC is located at Engineering Office 3295.**
4. SECTION 27 52 23: NURSE CALL SYSTEM
  - a. Page 1, PART 1 - GENERAL, 1.1 SECTION SUMMARY  
Add the following (shown in bold):

PROJECT NO. 537-321

CONTRACT NO: VA69D-P-1558

A. Work covered by this document includes material and products, equipment warranty and system guarantee, training and services for, and incidental to, the addition to an existing Nurse Call system of new Emergency Service Nurse-Call pullcords provided in approved locations indicated on the contract drawings. The System is to be designed as an extension to the existing system. **The existing system at Jesse Brown is a Rauland Responder IV.**

5. SECTION 28 31 00: FIRE DETECTION AND ALARM

a. Page 1&2, PART 1 - GENERAL, 1.1 DESCRIPTION

Add the following (shown in bold):

**E. Contractor shall submit FA equipment, installer qualifications, disconnecting and reconnecting programmer for VA approval. Existing FA system was installed by Siemens Inc & programming is managed by is by Siemens is done Siemens Inc. VA shall accept equipment, installation, deprogramming & programming compatible with existing FA system, only at JBVAMC.**

6. EXHIBIT 3: TB SCREENING & LEGIONELLA REQUIREMENTS

a. Add the entire section (ATTACHED).

7. EXHIBIT 4: INFORMATION SECURITY - HANDBOOK 6500.6 APPENDIX A

a. Add the entire section (ATTACHED).

PROJECT DRAWINGS:

1. SHEET AS400: ENLARGED TOILET PLANS AND ELEVATIONS

a. Toilet room wall elevations have been revised to coordinate with specification Section 09 06 00 Schedule for finishes.

2. SHEET EY102: FIRST FLOOR SPEAKERS, NURSE CALLS AND CAMERA PLAN

a. The location of the paging system has been revised from room 1475C to room 1541A.

## CLARIFICATIONS:

### 1. WORKING HOURS:

All work including the alternates are to follow the off-hours work requirements outlined in Section 01 00 00. Special notice to construction tasks that create sound, vibration or odors must be on off-hours. (Refer to specification Section 01 00 00 GENERAL REQUIREMENTS ITEM 1.6 WORK HOURS FOR VARIOUS CONSTRUCTION ACTIVITIES AND COST OF OVERTIME WORK for further clarification.)

### 2. PERMITS:

The contractor shall follow City of Chicago rules and ordinances as well as include the cost of all City of Chicago Department of Transportation and/or Streets and Sanitation permits and fees.

### 3. CONTRACT BOUNDARIES:

It is the intention that this construction does not impede pedestrian or motor traffic on the public way. The contractor shall include all barriers and canopies for the protection of the public from the construction site or construction activity. The project boundaries (including staging, dumpsters, offices, etc.) are limited to inside the existing fenced areas.

### 4. ACCESS ON DAMEN AVENUE:

The existing sidewalk and curb will be removed and replaced as shown on the plans for access to the public way. All other streets, sidewalks and curbs shall be protected or replaced.

### 5. ACCESS ON DAMEN AVENUE:

The existing sidewalk and curb will be removed and replaced as shown on the plans for access to the public way. All other streets, sidewalks and curbs shall be protected or replaced.

### 6. UTILITY SHUTDOWNS:

The final approval of off-hour shutdowns as weeknights or weekends shall be from the VA COR. The contractor shall include either weeknights or weekends for Shutdowns.

7. SOIL CONDITIONS:

The soils report has been included as Exhibit 1 of the specifications. Take special notice of High ground water conditions. The contractor shall include dewatering for excavations including caissons.

8. REST ROOMS:

The use of existing toilet rooms by the contractor is prohibited.

9. LANDSCAPING:

Per sheet CS100 existing landscaped area are to be maintained and protected during construction and lawn areas are to be restored with suitable topsoil or seeding. Contractor shall restore areas damaged by construction in kind.

BID DATE:

This Addendum does not alter the previously published bid date(s).

Except as modified herein, Addendum No. 1, and the Base Bid Contract Documentation shall remain in full force and effect.

This addendum consists of 24 pages.

**Attachments:**

1. SECTION 00 01 00: TABLE OF CONTENTS - 4 Pages
2. SECTION 23 05 11: COMMON WORK RESULTS FOR HVAC - Page 1
3. SECTION 23 09 23: DIRECT-DIGITAL CONTROL SYSTEM FOR HVAC - Page 4
4. SECTION 27 52 23: NURSE CALL SYSTEM - Page 1
5. SECTION 28 31 00: FIRE DETECTION AND ALARM - Pages 1 & 2
6. EXHIBIT 3: TB SCREENING & LEGIONELLA REQUIREMENTS - entire section
7. EXHIBIT 4: INFORMATION SECURITY - HANDBOOK 6500.6 APPENDIX A - entire section
8. SHEET AS400: ENLARGED TOILET PLANS AND ELEVATIONS
9. SHEET EY102: FIRST FLOOR SPEAKERS, NURSE CALLS AND CAMERA PLAN

DEPARTMENT OF VETERANS AFFAIRS  
VHA MASTER SPECIFICATIONS

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This list has been extracted from the VHA Master Specifications for use on the:

Material Management Services Area  
Jesse Brown VA Medical Center  
Project No. 537-321  
Contract No. VA69D-P-1558

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	<b>EXHIBITS</b>	
Exhibit 1	Soils Report: This contains an independent table of contents reading:	
	Introduction	
	Subsurface Investigation Procedures	
	Testing Program	
	Soil Conditions	
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	Analysis and Recommendations	
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	Appendix A - General Notes and Location Diagram	
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Exhibit 2	<b>Hazardous Materials/GEMS Construction Safety manual</b>	
Exhibit 3	<b>TB Screening &amp; Legionella Requirements</b>	
Exhibit 4	<b>INFORMATION SECURITY - Handbook 6500.6 - Appendix A</b>	



SECTION 23 05 11  
COMMON WORK RESULTS FOR HVAC

**PART 1 - GENERAL**

**1.1 DESCRIPTION**

- A. The requirements of this Section apply to all sections of Division 23.
- B. Definitions:
  - 1. Exposed: Piping, ductwork, and equipment exposed to view in finished rooms.
  - 2. Option or optional: Contractor's choice of an alternate material or method.
  - 3. RE: Resident Engineer
  - 4. COTR: Contracting Officer's Technical Representative.
- C. Auto control system shall be fully compatible with existing HVAC control system. Contractor shall submit HVAC control system to VA for approval before ordering system. Existing HVAC controls system at JB are: Johnson Controls and Auto Matrix.

**1.2 RELATED WORK**

- A. Section 01 00 00, GENERAL REQUIREMENTS
- B. Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA, and SAMPLES
- C. Section 03 30 00, CAST-IN-PLACE CONCRETE: Concrete and Grout
- D. Section 05 36 00, COMPOSITE METAL DECKING: Building Components for Attachment of Hanger
- E. Section 05 50 00, METAL FABRICATIONS
- F. Section 07 60 00, FLASHING AND SHEET METAL: Flashing for Wall and Roof Penetrations
- G. Section 07 84 00, FIRESTOPPING
- H. Section 07 92 00, JOINT SEALANTS
- I. Section 09 91 00, PAINTING
- J. Section 23 05 41, NOISE AND VIBRATION CONTROL FOR HVAC PIPING and EQUIPMENT
- K. Section 23 05 93, TESTING, ADJUSTING, and BALANCING FOR HVAC
- L. Section 23 07 11, HVAC AND PLUMBING INSULATION
- M. Section 23 08 00, COMMISSIONING OF HVAC SYSTEMS: Requirements for commissioning, systems readiness checklists, and training
- N. Section 23 09 23, DIRECT-DIGITAL CONTROL SYSTEM FOR HVAC
- O. Section 23 21 13, HYDRONIC PIPING
- P. Section 23 22 13, STEAM AND CONDENSATE HEATING PIPING
- Q. Section 23 31 00, HVAC DUCTS and CASINGS
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Work/Item/System	Furnish	Install	Low Voltage Wiring	Line Power
Controls				
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Fire-fighter's smoke control station (FSCS)	28	28	28	28
Fan Coil Unit controls (not furnished with equipment)	23 09 23	23 09 23	23 09 23	26
Unit Heater controls (not furnished with equipment)	23 09 23	23 09 23	23 09 23	26
Starters, HOA switches	23	23	N/A	26

F. This facility's existing direct-digital control system is manufactured by **Johnson Controls and Auto Matrix**, and its ECC is located at Engineering Office 3295. The existing system's top-end communications is via Johnson Controls. The contractor administered by this Section of the technical specifications shall observe the capabilities, communication network, services, spare capacity of the existing control system and its ECC prior to beginning work.

1. Provide a new BAC net ECC, communications network, and controllers.  
Provide a programmable internetworking gateway allowing for real-time communication between the existing direct-digital control system and the new BAC net control system. Real-time communication shall provide all object properties and read/write services shown on VA-approved interoperability schedules. The contractor administered by this Section of the technical specifications shall provide all necessary investigation and site-specific programming to execute the interoperability schedules.
  - a. The combined system shall operate and function as one complete system including one database of control point objects and global control logic capabilities. Facility operators shall have complete operations and control capability over all systems, new and existing including; monitoring, trending, graphing, scheduling, alarm management, global point sharing, global strategy deployment, graphical operations interface and custom reporting as specified.

SECTION 27 52 23  
NURSE CALL SYSTEM

PART 1 - GENERAL

1.1 SECTION SUMMARY

- A. Work covered by this document includes material and products, equipment warranty and system guarantee, training and services for, and incidental to, the addition to an existing Nurse Call system of new Emergency Service Nurse-Call pullcords provided in approved locations indicated on the contract drawings. The System is to be designed as an extension to the existing system. **The existing system at Jesse Brown is a Rauland Responder IV.**
- B. Work shall be complete, Occupational Safety and Health Administration (OSHA), National Recognized Testing Laboratory (NRTL - i.e. Underwriters Laboratory [UL]) Listed and Labeled; and VA Central Office (VACO), Telecommunications Voice Engineering (TVE 005OP3B) tested, certified and ready for operation.
- C. The pullcords shall be delivered free of engineering, manufacturing, installation, and functional defects. It shall be designed, engineered and installed for ease of operation, maintenance, and testing.
- D. The term "provide", as used herein, shall be defined as: designed, engineered, furnished, installed, certified, tested, and guaranteed by the Contractor.
- E. Specification Order of Precedence: In the event of a conflict between the text of this document and the Project's Contract Drawings outlined and/or cited herein; THE TEXT OF THIS DOCUMENT TAKES PRECEDENCE.  
*HOWEVER, NOTHING IN THIS DOCUMENT WILL SUPERSEDE APPLICABLE EMERGENCY LAWS AND REGULATIONS, SPECIFICALLY NATIONAL AND/OR LOCAL LIFE AND PUBLIC SAFETY CODES. The Local Fire Marshall and/or VA Public Safety Officer are the only authorities that may modify this document's EMERGENCY CODE COMPLIANCE REQUIREMENTS, on a case by case basis, in writing and confirmed by VA's Project Manager (PM), Resident Engineer (RE) and TVE-005OP3B. The VA PM is the only approving authority for other amendments to this document that may be granted, on a case by case basis, in writhing with technical concurrences by VA's PM, RE, TVE-005OP3B and identified Facility Project Personnel.*

1.2 RELATED SECTIONS

- A. 01 33 23 - Shop Drawings, Product Data and Samples.
- B. 07 84 00 - Firestopping.

SECTION 28 31 00  
FIRE DETECTION AND ALARM

**PART 1 - GENERAL**

**1.1 DESCRIPTION**

- A. This section of the specifications includes the furnishing, installation, and connection of the fire alarm equipment to form a complete coordinated system ready for operation. It shall include, but not be limited to, alarm initiating devices, alarm notification appliances, control units, fire safety control devices, annunciators, power supplies, and wiring as shown on the drawings and specified. The fire alarm system shall not be combined with other systems such as building automation, energy management, security, etc. The System is to be designed as an extension to the existing system.
- B. Fire alarm systems shall comply with requirements of NFPA 72 unless variations to NFPA 72 are specifically identified within these contract documents. The design, system layout, document submittal preparation, and supervision of installation and testing shall be provided by a technician that is certified NICET level III or a registered fire protection engineer. The NICET certified technician shall be on site for the supervision and testing of the system. Factory engineers from the equipment manufacturer, thoroughly familiar and knowledgeable with all equipment utilized, shall provide additional technical support at the site as required by the Resident Engineer or his authorized representative. Installers shall have a minimum of 2 two years experience installing fire alarm systems.
- C. Fire alarm signals:
  - 1. The Building has an automatic digitized voice fire alarm signal with emergency manual voice override to notify occupants to evacuate. The digitized voice message identifies the area of the building (smoke zone) from which the alarm was initiated.
  - 2. The Building has a general evacuation fire alarm signal in accordance with ASA S3.41 to notify all occupants in the respective building to evacuate.
- D. Alarm signals (from new device), supervisory signals (from new device) and system trouble signals (from new device not reporting) shall be distinctly transmitted to the main existing fire alarm system control unit located in the security office.
- E. Contractor shall submit FA equipment, installer qualifications, disconnecting and reconnecting programmer for VA approval. Existing FA

system was installed by Siemens Inc & programming is managed by is by Siemens is done Siemens Inc. VA shall accept equipment, installation, deprogramming & programming compatible with existing FA system, only at JBVAMC.

## 1.2 SCOPE

- A. All existing fire alarm equipment, wiring, devices and sub-systems in the contract area that are not shown to be reused shall be removed. All existing fire alarm conduit not reused shall be removed.
- B. New fire alarm devices shall be designed and installed in accordance with the specifications and drawings. Device location and wiring runs shown on the drawings are for reference only unless specifically dimensioned. Actual locations shall be in accordance with NFPA 72 and this specification.
- C. Existing fire alarm bells, chimes, door holders, 120VAC duct smoke detectors, valve tamper switches and waterflow/pressure switches may be reused only as specifically indicated on the drawings and provided the equipment:
  - 1. Meets this specification section
  - 2. Is UL listed or FM approved
  - 3. Is compatible with new equipment being installed
  - 4. Is verified as operable through contractor testing and inspection
  - 5. Is warranted as new by the contractor.
- D. Existing 120 VAC duct smoke detectors, waterflow/pressure switches, and valve tamper switches reused by the Contractor shall be equipped with an addressable interface device compatible with the new equipment being installed.
- E. Existing reused equipment shall be covered as new equipment under the Warranty specified herein.
- F. Basic Performance:
  - 1. Alarm and trouble signals from each building fire alarm control panel shall be digitally encoded by UL listed electronic devices onto a multiplexed communication system.
  - 2. Response time between alarm initiation (contact closure) and recording at the main fire alarm control unit (appearance on alphanumeric read out) shall not exceed 5 seconds.
  - 3. The signaling line circuits (SLC) between building fire alarm control units shall be wired Style 7 in accordance with NFPA 72. Isolation shall be provided so that no more than one building can be lost due to a short circuit fault.

EXHIBIT 3  
TB Screening & Legionella Requirements

## **TB Screening & Legionella Requirements:**

### **TB Screening**

1. Contractor shall provide written certification that all contract employees assigned to the work site have had a pre-placement tuberculin screening within 90 days prior to assignment to the worksite and been found have negative TB screening reactions. Contractors shall be required to show documentation of negative TB screening reactions for any additional workers who are added after the 90-day requirement before they will be allowed to work on the work site.

NOTE: This can be the Center for Disease Control (CDC) and Prevention and two-step skin testing or a Food and Drug Administration (FDA)-approved blood test.

2. Contract employees manifesting positive screening reactions to the tuberculin shall be examined according to current CDC guidelines prior to working on VHA property.
3. Subsequently, if the employee is found without evidence of active (infectious) pulmonary TB, a statement documenting examination by a physician shall be on file with the employer (construction contractor), noting that the employee with a positive tuberculin screening test is without evidence of active (infectious) pulmonary TB.
4. If the employee is found with evidence of active (infectious) pulmonary TB, the employee shall require treatment with a subsequent statement to the fact on file with the employer before being allowed to return to work on VHA property.

TB screening is required per Infection control & Pre-construction Risk documents attached in specifications .

### **Legionella Requirements:**

1. Construction of domestic water piping systems is to include the avoidance and removal of "dead heads"; those locations where domestic water piping systems do not feature circulating hot water loops.
2. Construction is to include thoroughly flushing and sterilizing (using liquid chlorine or hypochlorites) the interior of all domestic water piping systems affected by construction, in accordance with AWWA C651, and the Legionella testing of all new fixtures (showers and faucets) installed during construction.



EXHIBIT 4  
INFORMATION SECURITY

## **CHECKLIST FOR INFORMATION SECURITY IN THE INITIATION PHASE OF ACQUISITIONS**

### **1. BACKGROUND**

In accordance with VA policy, contractors' storage, generation, transmission or exchanging of VA sensitive information requires appropriate security controls to be in place. The VA Information Security Program policy – VA Directive and Handbook 6500 and additional 6500 series directives and handbooks - provide the framework for security within VA.

### **2. INSTRUCTIONS**

This checklist must be completed at the **initiation** of all IT service acquisitions, statements of work, third-party service agreements and any other legally binding agreement in order to determine what, if any, security and privacy controls are necessary specifically as it relates to the VAAR security clause. OGC guidance should be sought on data ownership issues, as necessary. The checklist can also be used for other types of contracts, if appropriate or needed. In order to successfully complete this checklist, each question below must be addressed in coordination with all members of the local Acquisition Team including: the Procurement Requestor or Program Manager from the program office or facility, the Contracting Officer Representative (COR), the Information Security Officer (ISO), the Contracting Officer (CO) from the program office or facility's servicing Acquisition office, and the Privacy Officer (PO). The ISO is the arbitrator if there are questions or disagreements on the appropriate answers.

Reference: \_\_\_\_\_

HANDBOOK 6500.6  
APPENDIX A

1.	<p>Is this an acquisition or purchase of <u>only</u> commodities or goods (e.g. equipment or software)?</p> <p>If <u>yes</u>, then the security clause is <u>not</u> required as long as VA sensitive information is not involved. If <u>no</u>, then proceed to the next question.</p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.	<p>Does the contract involve "VA sensitive information?" (See 3. PROCEDURES a.)</p> <p>If <u>yes</u>, proceed to next question. If <u>no</u>, then the security clause is <u>not</u> required.</p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.	<p>Will this acquisition require services of contractor personnel?</p> <p>If <u>no</u>, proceed to question 5. If <u>yes</u>, proceed to next question.</p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
4.	<p>Will the personnel perform a function that requires access to a VA system or VA sensitive information (e.g., system administrator privileged access to a VA system, or contractor systems or processes that utilize VA sensitive information)?</p> <p>NOTE: See 3.a. under PROCEDURES regarding contracts and agreements concerning medical treatment for Veterans.</p> <p>If the answer above is <u>no</u>, then proceed to the next question. If <u>yes</u>, then VA security policies apply. Contracting Officials need to work with the Program Manager or (procurement requestor), COTR, PO, and ISO to:</p> <ul style="list-style-type: none"> <li>i. Include the appropriate risk designation of the contractors based on the PDAT determination.</li> <li>ii. Incorporate the security clause (Appendix B) into the contract involved and the <u>appropriate</u> security/privacy language outlined in Appendix C into the solicitation.</li> <li>iii. Determine if protected health information is disclosed or accessed and if a BAA is required.</li> </ul>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

5.	Will this acquisition require use of a contractor-owned Information Technology (IT) system or computer assets, <b>and</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	a. The IT system hardware components are located at an offsite contractor facility; <b>and</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	b. The IT system is <b>not</b> connected to a VA network; <b>and</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	c. The contractor has exclusive administrative control to the components; <b>and</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	d. The purpose of the requirement for the system is to process or store VA information on behalf of the VA.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If <u>any</u> of the answers to 5a-5d are <u>no</u> , proceed to the next question.			
If <u>yes</u> , then VA security policies apply. Incorporate the clause from Appendix B and the appropriate security/privacy language from Appendix C respectively into the solicitation and contract and initiate planning for the certification and accreditation of the contractor system(s). Contracting Officials need to work with the COTR and ISO to:			
<ul style="list-style-type: none"> <li>• Determine the security impact of the IT system as High, Moderate, or Low per 6500 Handbook, <i>Information Security Program</i>.</li> <li>• Ensure Contractor understanding of the IT security requirements for certification and accreditation (authorization) (C&amp;A) of the contractor system. See VA Handbook 6500.3, <i>Certification and Accreditation</i>.</li> <li>• Ensure that the proper VA Management Official is appointed by the Certification Program Office to formally authorize operation of the system in accordance with VA Handbook 6500 and 6500.3.</li> <li>• Enforce contractor performance (timely submission of deliverables, compliance with personnel screening requirements, maintenance of secure system configurations and participation in annual IT Federal Information Security Management Act (FISMA) assessments to ensure compliance with FISMA</li> </ul>			

	<p>requirements).</p> <ul style="list-style-type: none"> <li>• Ensure yearly FISMA assessments are completed and uploaded into SMART.</li> </ul>	
6.	<p>Will this acquisition require services that involve connection of one or more contractor-owned IT devices (such as a laptop computer or remote connection from a contractor system) to a VA internal trusted (i.e., non-public) network?</p> <p>If <u>no</u>, then include a statement in the SOW that "The C&amp;A requirements do not apply, and that a Security Accreditation Package is not required: and proceed to the next question.</p> <p>If <u>yes</u>, then incorporate the security clause from Appendix B and the appropriate security/privacy language from Appendix C respectively into the solicitation and contract. Contracting Officials need to work with the COR and the ISO to:</p> <ul style="list-style-type: none"> <li>• Ensure contractor understands and implements the IT security requirements for system interconnection documents required per the Memorandum of Understanding or Interconnection Agreement (MOU-ISA). The standard operating procedure (SOP) and a template for a MOU-ISA are located on the Information Protection Risk Management (IPRM) Portal and can be provided to the contractor.</li> <li>• Ensure contractor understands their participation in IT security requirements for C&amp;A of the VA system to which they connect.</li> <li>• Enforce contractor performance (timely submission of deliverables, compliance with personnel screening requirements, and appropriate termination activity as appropriate).</li> </ul>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
7.	<p>Is the acquisition a service that involves the storage, generating, transmitting, or exchanging of VA sensitive information but does not require C&amp;A or a MOU-ISA for system interconnection?</p> <p>If <u>no</u>, then specify the mechanism/documentation used to ensure the VA sensitive information is protected.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>

	<p>If <u>yes</u>, then incorporate the security clause and the appropriate security language from Appendices B and C into the solicitation and contract. The COTR needs to:</p> <ul style="list-style-type: none"><li>• Ensure that a Contractor Security Control Assessment (CSCA) is completed within 30 days of contract approval and yearly on the renewal date of the contract.</li><li>• Ensure that the CSCA is sent to the ISO and the OCS Certification Program Office for review to ensure that appropriate security controls are being implemented in service contracts.</li><li>• Ensure a copy of the CSCA is maintained in the Security Management and Reporting Tool (SMART) database. COTR will provide a copy of the completed CSCA to ISO for uploading into SMART database.</li></ul>	
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### 3. SIGNATURES

Please provide the name and telephone number of each Acquisition Team member who participated in completing this checklist. By signing this checklist, the Contracting Officer is representing that Security was considered for this requirement through coordination with members of the Acquisition Team including the program or requesting office's IT Security point of contact.

**(1) Contracting Officer Representative:**

Name: Om Goel	Phone: 312-569-7313
Signature: Digitally signed by Om Goel 649578 Date: 2013.07.25 13:11:38 -05'00'	Date: 7/25/13

**(2) Information Security Officer:**

Name: Jessica Van Benthuyzen	Phone: 312 569-6652
Signature: jessica.vanbenthuyzen@va.gov Date: 2013.07.26 09:39:19 -05'00'	Date: 7/26/2013

**(3) Contracting Officer:**

Name: Jeffrey Gerbensky	Phone: 414-844-4881
Signature: JEFFREY C GERBENSKY 272715 Date: 2013.08.27 10:55:52 -05'00'	Date: 8/26/2013

**(4) Procurement Requestor/Program Manager:**

Name:	Phone:
Title:	
Signature:	Date:

**(5) Privacy Officer:**

Name: Shirley P. Hobson	Phone: 312-569-6117
Signature: Shirley P Hobson 337606 Date: 2013.07.26 09:56:16 -05'00'	Date: 07/26/13

**(6) Other Team Members participating in the acquisition (e.g., Records Management Officer/Compliance Officer):**

Name:	Phone:
Title:	
Signature:	Date: